



**Municipal Building Commission Meeting  
December 4, 2024 9:30 a.m.  
Meeting location: City Hall/Courthouse Conference Room 143**

**AGENDA**

**INTRODUCTIONS:**

**INFORMATIONAL AGENDA ITEMS:**

- 1) 2025 – 2027 capital funding request

**CONSENT AGENDA ITEMS:**

- 2) Approve October 23, 2024 meeting minutes
- 3) Approve MBC contract summary
- 4) Approve MBC expenditure report
- 5) Approve MBC historic preservation fund balance

**DISCUSSION AND ACTION AGENDA ITEMS:**

- 6) MBC Mechanical/Life Safety and City Restack project
  - a) Approve construction contract amendments #9 and #10
- 7) Approve contract with Hennepin County for payroll services
- 8) Approve hiring plan for MBC accountant tasks

## Informational Agenda Item: 01

**Date:** December 4, 2024

**To:** **Municipal Building Commission Board:**  
**Commissioner Irene Fernando, President**  
**Mayor Jacob Frey, Vice President**  
**Commissioner Marion Greene**  
**Council Member LaTrisha Vetaw**

**From:** Erin Delaney

**Subject:** **2025-2027 Capital Funding Request**  
**Informational Agenda Item: 01**

Listed below is the MBC's approved Capital Funding request for 2025-2027. Capital funding is split 50-50 between the City and County unless a project is specific to one entity.

This is informational only; no action is requested at this time.

MBC 2025-2027 Joint Capital Funding Request					
	Project Name	2025 request	2026 request	2027 Request	Total
New	Fire Alarm System Replacement	\$75,000.00	\$1,000,000.00		\$1,075,000.00
New	Heat Exchangers and Pump Replacement	\$50,000.00	\$600,000.00		\$650,000.00
Existing	Exterior Improvements	\$3,300,000.00	\$6,000,000.00		\$9,300,000.00
Existing	Elevator 12	\$400,000.00	\$0.00		\$400,000.00
New	HC Only ADC Metal Door Frame Replacement	\$75,000.00	\$1,500,000.00		\$1,575,000.00
New	5th Street Sidewalk reconstruction	\$75,000.00	\$0.00	\$3,250,000.00	\$3,325,000.00
		\$3,975,000.00	\$9,100,000.00	\$3,250,000.00	\$16,325,000.00

**Consent Agenda Item: 02**

**Date: December 4, 2024**

**To: Municipal Building Commission Board:  
Commissioner Irene Fernando, President  
Mayor Jacob Frey, Vice President  
Commissioner Marion Greene  
Council Member LaTrisha Vetaw**

**From: Erin Delaney**

**Subject: MBC Board meeting minutes  
Consent Agenda Item: 02**

Staff requests approval of the attached October 23, 2024, MBC Board meeting minutes.

**UNAPPROVED**  
**Municipal Building Commission Meeting Minutes**  
**October 23, 2024**

President Irene Fernando called the regular Municipal Building Commission (MBC) meeting to order at 9:06 AM at the City Hall/Courthouse, Room 143. Present were:

President Irene Fernando, Chair of the Hennepin County Board  
Minneapolis City Council Member LaTrisha Vetaw  
Vice President Jacob Frey, Mayor, City of Minneapolis

Hennepin County Commissioner Marion Greene, was absent

**INFORMATIONAL ITEMS**

The following informational items were discussed:

1. 2025 – 2027 Capital Funding Request
2. Office of the State Auditor (OSA) Management and Compliance Report
3. Payroll Transition

**CONSENT AGENDA ITEMS**

President Fernando moved to approve the following consent items:

4. Minutes from the August 21, 2024 meeting
5. Contract Summary (through August 31, 2024)
6. MBC Expenditure Report (through August 31, 2024)
7. MBC Historic Preservation Fund Balance

Vice President Frey seconded. A roll call vote was taken, and the motion carried:

Irene Fernando	Yea	Jacob Frey	Yea
Marion Greene	Absent	LaTrisha Vetaw	Yea

**DISCUSSION & ACTION AGENDA ITEMS**

8. Council Member Vetaw moved to approve authority to participate in the Xcel Energy Renewable\*Connect program for a 10-year term. Vice President Frey seconded. A roll call vote was taken, and the motion carried:

Irene Fernando	Yea	Jacob Frey	Yea
Marion Greene	Absent	LaTrisha Vetaw	Yea

**UNAPPROVED**  
**Municipal Building Commission Meeting Minutes**  
**October 23, 2024**

9. Joint MBC Mech/Life Safety and City Restack Project – Phase 3C  
b) Vice President Frey moved to approve Shaw Lundquist construction contract amendment #7: MBC \$119,364.00 and #8 City \$79,223.00, for a total of \$198,587.00 for a new contract total \$26,255,455.00. Council Member Vetaw seconded. A roll call vote was taken, and the motion carried:

Irene Fernando	Yea	Jacob Frey	Yea
Marion Greene	Absent	LaTrisha Vetaw	Yea

10. President Fernando moved to approve a contract with Shaw Lundquist in the amount of \$678,175.00 for the MBC Exterior Improvements Project – Phase 3. Vice President Frey seconded. A roll call vote was taken, and the motion carried:

Irene Fernando	Yea	Jacob Frey	Yea
Marion Greene	Absent	LaTrisha Vetaw	Yea

11. Vice President Frey moved to approve an increase in expenditure authority under the Schindler Elevator maintenance contract by a not to exceed amount of \$250,000 and a new contract expiration date of December 1, 2026. Council Member Vetaw seconded. A roll call vote was taken, and the motion carried:

Irene Fernando	Yea	Jacob Frey	Yea
Marion Greene	Absent	LaTrisha Vetaw	Yea

**ADJOURNMENT**

The meeting was adjourned at 9:30 AM by President Fernando.

**Consent Agenda Item: 03**

**Date: December 4, 2024**

**To: Municipal Building Commission Board:  
Commissioner Irene Fernando, President  
Mayor Jacob Frey, Vice President  
Commissioner Marion Greene  
Council Member LaTrisha Vetaw**

**From: Erin Delaney**

**Subject: MBC Contract Summary  
Consent Agenda Item: 03**

Attached are the balances for MBC Contracts through October 31, 2024. The summary report includes:

- Professional Services Contracts
- Master Contracts
- Pricing Contracts
- Bid Contracts
- Other Contracts (Service, Revenue, MOU's etc.)

### Professional Services Contracts as of 10/31/2024

Contract	Supplier Name	Descr.	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
COM0007742	AUTOMATIC DATA PROCESSING, INC.	MBC-HR & PAYROLL SERVICES	11/26/2023	11/25/2025	100,000.00	71,560.92	28,439.08	0.00
C-43202	DRT BENEFITS CORP/ BRI PARENT INC.	MBC- COBRA ADMIN RETIREE SERV	11/29/2017	12/31/2024	20,000.00	4,989.00	15,011.00	0.00
COM0000931A	BUILDING SYSTEMS HOLDINGS LLC.	MBC-CONSULTING POOL	5/15/2019	12/31/2024	431,834.05	50,277.98	381,556.07	0.00
COM0005966	FIRENET SYSTEMS, INC	MBC-SMOKE DAMPER TESTING	10/1/2022	12/31/2024	175,000.00	49,994.00	125,006.00	0.00
COM0004996	FIRENET SYSTEMS, INC	MBC-FIRE SYST INSPECTIONS	3/14/2022	3/14/2025	480,000.00	29,475.25	201,183.25	249,341.50
COM0007914	ICS CONSULTING, INC.	MBC-OPR MECH/LIFE SAFETY	3/1/2024	6/1/2026	381,000.00	330,357.00	50,643.00	0.00
COM0003948	J. PELZL CONSULTING LLC	MBC-ORG DEVELOPMENT_HR CONSULT	6/1/2021	6/1/2026	20,000.00	4,125.00	15,875.00	0.00
COM0002763	ROGERS, SHAUN M.	MBC- REPAIRS & IMPROVEMENTS	7/1/2020	7/1/2025	100,000.00	65,169.99	34,830.01	0.00
COM0006780	SYSTEM SOFT TECHNOLOGIES, INC.	MBC- TEMPORARY STAFFING	5/1/2023	4/30/2026	350,000.00	153,972.50	196,027.50	0.00
COM0008274	TRAFAC TA, INC.	MBC- TEMPORARY STAFFING- PAYROLL SPEC	6/21/2024	12/20/2024	100,000.00	0.00	0.00	100,000.00
COM0003961	VDA, INC.	MBC-ELEVATOR CONSULTING	5/1/2021	5/1/2026	81,000.00	34,512.50	44,997.50	1,490.00
COM0004187	WOLD ARCHITECT AND ENGINEERS	MBC-MLS_CITY TI DESIGN PH 3	8/31/2021	10/31/2026	2,864,799.00	317,019.62	2,514,463.16	23,316.22

### Master Contracts as of 10/31/2024

Contract	Supplier Name	Descr	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
COM0008400	AMERICAN ENGINEERING TESTING, INC	MBC_CONSULTING POOL_2024_2027	10/1/2024	10/1/2027	300,000.00	0.00	0.00	300,000.00
COM0008688	BAY WEST, LLC.	MBC_CONSULTING POOL_2024_2027	10/1/2024	10/1/2027	300,000.00	0.00	0.00	300,000.00
COM0008780	BOARMAN KROSS VOGEL GROUP INC.	MBC_CONSULTING POOL_2024_2027	10/1/2024	10/1/2027	600,000.00	0.00	0.00	600,000.00
COM0008394	EDI DOLEIS, INC.	MBC_CONSULTING POOL_2024_2027	10/1/2024	10/1/2027	300,000.00	0.00	0.00	300,000.00
COM0008392	ERICKSON ELLISON AND ASSOCIATES, INC.	MBC_CONSULTING POOL_2024_2027	10/1/2024	10/1/2027	300,000.00	0.00	0.00	300,000.00
COM0008396	HIGHCLOUD SOLUTIONS, INC.	MBC_CONSULTING POOL_2024_2027	10/1/2024	10/1/2027	300,000.00	0.00	0.00	300,000.00
COM0008711	KODET ARCHITECTURAL GROUP LTD.	MBC-ELEVATOR 7 AND 8 SERVICES	10/1/2024	10/1/2027	600,000.00	0.00	0.00	600,000.00
COM0005526	MILLER DUNWIDDIE ARCHITECTURE, INC.	MBC-ELEVATOR 7 AND 8 SERVICES	5/27/2022	12/31/2025	264,799.00	7,943.99	264,799.00	0.00
COM0008399	PALANISAMI AND ASSOC., INC.	MBC_CONSULTING POOL_2024_2027	10/1/2024	10/1/2027	300,000.00	0.00	0.00	300,000.00
COM0008393	ROCK LEAF WATER ENVIRONMENTAL LLC.	MBC_CONSULTING POOL_2024_2027	10/1/2024	10/1/2027	300,000.00	0.00	0.00	300,000.00
COM0008401	SHORT ELLIOTT HENDRICKSON, INC.	MBC_CONSULTING POOL_2024_2027	10/1/2024	10/1/2027	600,000.00	0.00	0.00	600,000.00
COM0008398	WOLD ARCHITECTS INCORPORATED	MBC_CONSULTING POOL_2024_2027	10/1/2024	10/1/2027	600,000.00	0.00	0.00	600,000.00

### Pricing Contracts as of 10/31/2024

Contract	Supplier Name	Descr	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
COM0005559	ALLIANCE MECHANICAL SVCS	MBC- HVAC REPAIR & MAINTENANCE	6/24/2022	6/30/2025	175,000.00	52,651.00	122,349.00	0.00
COM0005759	APEC ACQUISITIONS, INC.	MBC- HVAC FILTERS	7/25/2022	6/30/2025	175,000.00	150,408.12	24,591.88	0.00
COM0008236	BLACKHAWK INC,	MBC -MISC. JANITORIAL SUPPLY	6/5/2024	6/4/2025	80,000.00	53,358.37	26,641.63	0.00
COM0006859	WASTE MANAGEMENT OF MN, INC.	MBC- SOLID WASTE DISPOSAL	3/1/2023	12/31/2025	90,000.00	50,794.42	39,205.58	0.00

### Bids as of 10/31/2024

Contract	Supplier Name	Descr	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
COM0008649	CONSTRUCTION RESULTS CORPORATION	BID-MBC-FACILITY SAFETY IMPROV	9/26/2024	12/31/2025	2,879,322.00	2,735,355.90	0.00	143,966.10
COM0008833	HPG GLOBAL SERVICES LIMITED	MBC-EPOXY FLOORING SERVICES	11/5/2024	11/4/2025	45,000.00	45,000.00	0.00	0.00
COM0003448	LVC COMPANIES, INC.	MBC- FIRE PROTECTION INSPECTION	3/11/2021	3/10/2026	226,175.00	119,189.59	106,985.41	0.00
COM0-003148	NORTHERN AIR CORPORATION	MBC- ALERTON CONTROLS SVCS	1/1/2021	12/31/2025	65,000.00	15,000.00	17,825.39	32,174.61
COM0003333	PAINTING BY NAKASONE, INC	MBC- PAINTING SERVICES	2/1/2021	1/31/2026	915,000.10	303,928.19	611,071.81	0.00
COMJ0007041	PREFERRED ELECTRIC, INC.	MBC- BUILDING-WIDE ELECTRICAL	6/27/2023	6/30/2027	2,462,042.18	1,724,724.39	737,317.79	0.00
COM0002838	QUALUS SERVICES	MBC - SWITCHGEAR MAINTENANCE	9/16/2020	12/31/2024	264,854.00	0.00	160,816.00	104,038.00
COM0006688	REILING CONSTRUCTION CO., INC.	MBC-JOURNEYMAN CARPENTRY SERV	4/5/2023	4/30/2025	88,000.00	88,000.00	0.00	0.00
COM0007568	SHAW LUNDQUIST ASSOCIATES, INC.	MBC-RFP CITY HALL RESTACK PH	12/27/2023	6/30/2026	26,056,868.00	14,148,575.91	10,698,702.99	1,209,589.10
COM0006975	SHEEHY CONSTRUCTION COMPANY	MBC-RFP CITY HALL RESTACK PH	6/26/2023	6/30/2025	3,075,681.28	22,869.26	2,914,122.41	138,689.61
COM0007779	TWIN CITY HARDWARE COMPANY, INC.	MBC: BEST LOCKS HARDWARE	2/22/2024	2/21/2025	35,000.00	15,866.42	15,787.15	0.00
COM0007135	VERSACON, INC.	MBC-PHASE 3C EARLY DEMOLITION	8/4/2023	12/31/2024	64,442.00	5,539.65	58,902.35	0.00
COM0001762	VEIT DISPOSAL SYSTEMS	MBC- CONSTRUCTION WASTE RECYCLE	1/3/2020	12/31/2024	30,000.00	7,343.33	22,656.67	0.00
COM0007851	WELNA HARDWARE, INC.	MBC- CARPET TILE PURCHASE	3/6/2024	3/5/2025	175,000.00	641.20	174,358.80	0.00
COM0007521	WELNA HARDWARE, INC.	MBC- PAINT SUPPLIES	12/15/2023	12/31/2025	75,000.00	20,805.56	4,194.44	50,000.00

### Other Contracts as of 10/31/2024

Contract	Supplier Name	Descr	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
COM0005214	COMPLIANCE LINE LLC	MBC-COMPLIANCE HOTLINE	4/13/2022	4/13/2027	21,000.00	14,670.00	6,330.00	0.00
C-18285	HENNEPIN COUNTY	MBC-MOU-MPOP ROOM-A020092	6/1/2001	12/31/2030	1.00	0.00	0.00	1.00
C-27394	HENNEPIN COUNTY	MBC-STEAM/CHILLED WATER TO CH	1/2/2010	12/31/2030	30,000,000.00	133,464.54	6,548,801.97	23,317,733.49
COM0003746	HENNEPIN COUNTY	MBC-A2110735_IT SVCS AGREEMENT	5/1/2021	4/30/2028	600,000.00	96,192.68	503,807.32	0.00
COM0003837	METROPOLITAN COUNCIL	MBC-METPASS COM INCNTV PRGRM	6/1/2021	5/31/2026	50,000.00	38,629.00	11,371.00	0.00
COM0006223	PROCUREMENT CONTRACT MGMT USE ONLY	MBC-COOPERATIVE AGREEMENT	1/1/2023	12/31/2026	1.00	0.00	0.00	1.00
C-44318	STATE OF MINNESOTA	MBC-CH/CRTHSE VEND AGREEMENT	8/1/2018	7/31/2025	1.00	0.00	0.00	1.00

**Consent Agenda Item: 04**

**Date:** December 4, 2024

**To:** **Municipal Building Commission Board:**  
**Commissioner Irene Fernando, President**  
**Mayor Jacob Frey, Vice President**  
**Commissioner Marion Greene**  
**Council Member LaTrisha Vetaw**

**From:** Erin Delaney

**Subject:** **MBC Expenditure report**  
**Consent Agenda Item: 04**

This is a Budget vs. Actual Expense report from the City of Minneapolis COMET financial system. This report reflects expenses posted to the system from January 1 through October 31, 2024. Staff requests approval of the attached report.

<b>Municipal Building Commission 2024</b>						
<b>Budget vs YTD Actuals - Expenses</b>						
	<i>Report Generated</i>	<i>11/21/2024</i>	<i>For Period End</i>	<i>10/31/2024</i>		
			<i>Percent of Year Remaining</i>	17%		
	<b>Department</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>	<b>% Remaining</b>	<b>\$ Remaining</b>
5200100	Administration	\$1,730,123	\$917,918	53%	47%	\$812,205
5200200	Custodial & Security	\$3,360,172	\$2,065,750	61%	39%	\$1,294,422
5200300	Repairs & Improvements	\$3,842,737	\$2,634,062	69%	31%	\$1,208,674
	<b>Subtotal</b>	<b>\$8,933,031</b>	<b>\$5,617,730</b>	<b>63%</b>	<b>37%</b>	<b>\$3,315,301</b>
5200400	Adult Detention Center	\$681,000	\$319,625	47%	53%	\$361,375
5200500	Work for Others	\$100,000	\$21,006	21%	79%	\$78,994
	<b>Total</b>	<b>\$9,714,031</b>	<b>\$5,958,360</b>	<b>61%</b>	<b>39%</b>	<b>\$3,755,671</b>

The City's fund balance at the MBC is currently \$2,451,442. Considering the minimum required fund balance, the available balance is \$1,111,442. The fund balance is monitored and managed to budget.

<b>Fund Balance through 10/31/2024 - 31100</b>	<b>\$ 2,451,442</b>
<b>Minimum Fund balance amount</b>	<b>(\$1,340,000)</b>
<b>Projected End Fund Balance Amount</b>	<b>\$ 1,111,442</b>



31100 MUNICIPAL BUILDING COMMISSION  
 Budget vs Actual Expenses as of  
 10/31/2024  
 % of Year Remaining: 17%

Department	Expense Class Descr	Account	Current Budget	Expended YTD	Encumbrance	Remaining Available	Remaining Available After Encumb	Percent Remaining Budget	
5200100 - ADMINISTRATION	Capital Outlay	803002 - PROPERTY TAXES	25,823.00	0	0	25,823.00	25,823.00	100.00%	
	<b>Capital Outlay</b>		<b>25,823.00</b>	<b>0</b>	<b>0</b>	<b>25,823.00</b>	<b>25,823.00</b>	<b>100.00%</b>	
	Contractual Services	501001 - ADVERTISING & PUBLICATIONS	500.00	0	0	500.00	500.00	100.00%	
		501401 - BIS APPLICATION SUPPORT	10,800.00	0	0	10,800.00	10,800.00	100.00%	
		501501 - BIS OPERATING CHARGES	42,000.00	0	0	42,000.00	42,000.00	100.00%	
		502101 - POSTAGE	275.00	44.54	0	230.46	230.46	83.80%	
		503001 - TEMPORARY EMPLOYMENT SERVICE	106,502.00	26,152.23	0	80,349.77	80,349.77	75.44%	
		505000 - PRINTING COPYING BINDING MICRO	1,500.00	70.06	0	1,429.94	1,429.94	95.33%	
		506101 - GENERAL FUND OVERHEAD	104,764.00	87,303.26	0	17,460.74	17,460.74	16.67%	
		507000 - PROFESSIONAL SERVICES	140,000.00	293,178.75	206,080.00	(153,178.75)	(359,258.75)	-109.41%	
		507001 - ACTUARIAL FEES	4,500.00	0	0	4,500.00	4,500.00	100.00%	
		507010 - MIS SERVICE FEES	150,000.00	6,395.81	5,891.12	143,604.19	137,713.07	95.74%	
		507019 - OTHER PROFESSIONAL SERVICES	17,000.00	675.00	101,325.00	16,325.00	(85,000.00)	96.03%	
		507700 - ITS SERVICES	2,000.00	0	0	2,000.00	2,000.00	100.00%	
		507701 - ITS BASIC SVS FEES	0	10,224.00	0	(10,224.00)	(10,224.00)		
		508200 - PARKING LOT/SPACE RENT	3,000.00	0	0	3,000.00	3,000.00	100.00%	
		508201 - PARKING - DAILY	0	0	391.39	0	(391.39)		
		508202 - PARKING - MONTHLY	3,000.00	2,022.48	2,108.61	977.52	(1,131.09)	32.58%	
		513000 - MISCELLANEOUS	52,835.50	0	0	52,835.50	52,835.50	100.00%	
		<b>Contractual Services</b>		<b>638,676.50</b>	<b>426,066.13</b>	<b>315,796.12</b>	<b>212,610.37</b>	<b>(103,185.75)</b>	<b>33.29%</b>
		Fringes	781201 - PERA-COORDINATED	32,671.00	12,677.71	0	19,993.29	19,993.29	61.20%
			781301 - FICA-ASDI	27,008.00	10,741.98	0	16,266.02	16,266.02	60.23%
			782101 - MEDICARE	7,210.00	2,512.22	0	4,697.78	4,697.78	65.16%
			782701 - DENTAL INSURANCE	5,538.00	3,372.60	0	2,165.40	2,165.40	39.10%
			782801 - VEBA - EXPENSE	12,854.00	3,800.00	0	9,054.00	9,054.00	70.44%
			782901 - HEALTH INSURANCE	116,042.00	49,345.36	0	66,696.64	66,696.64	57.48%
			786001 - LIFE INSURANCE	515.00	14,577.75	0	(14,062.75)	(14,062.75)	-2,730.63%
			786301 - L/T DISABILITY INS	1,236.00	604.10	0	631.90	631.90	51.12%
			787001 - NON-TAX FRINGE BEN-I.O.E.	9,270.00	0	0	9,270.00	9,270.00	100.00%
			787601 - Other Post Employment Expense	10,300.00	0	0	10,300.00	10,300.00	100.00%
			788801 - WORKERS' COMP-REINSURANCE	47,380.00	11,604.61	40,000.00	35,775.39	(4,224.61)	75.51%
		<b>Fringes</b>		<b>270,024.00</b>	<b>109,236.33</b>	<b>40,000.00</b>	<b>160,787.67</b>	<b>120,787.67</b>	<b>59.55%</b>
		Materials / Other	601111 - PROCUREMENT CARD	3,000.00	0	0	3,000.00	3,000.00	100.00%
			602301 - MERF ADDITIONAL - FIXED	226,800.00	189,000.00	0	37,800.00	37,800.00	16.67%
			603003 - INTEREST	0	0	0	0	0	
			605001 - REGISTRATION FEE & TUITION	3,000.00	1,250.50	0	1,749.50	1,749.50	58.32%
			606000 - TRAVEL EXPENSE	250.00	0	0	250.00	250.00	100.00%
			608002 - CRIME COVERAGE	325.00	0	325.00	325.00	0	100.00%
			608005 - PROPERTY INSURANCE	108,054.00	0	108,053.65	108,054.00	0.35	100.00%
			610003 - COMPUTER SOFTWARE	12,000.00	18,147.62	0	(6,147.62)	(6,147.62)	-51.23%
			610004 - OFFICE SUPPLIES	2,000.00	61.78	0	1,938.22	1,938.22	96.91%
			611000 - OPERATING SUPPLIES	0	458.56	0	(458.56)	(458.56)	
			613000 - REPAIR & MAINT SUPPLIES	0	0	0	0	0	
			616000 - TAXES LICENSES & FEES	0	1,956.75	0	(1,956.75)	(1,956.75)	
			619201 - MEMBERSHIPS & DUES	1,000.00	0	0	1,000.00	1,000.00	100.00%
			619401 - REFRESHMENTS - FOOD & BEVERAG	250.00	0	0	250.00	250.00	100.00%
		<b>Materials / Other</b>		<b>356,679.00</b>	<b>210,875.21</b>	<b>108,378.65</b>	<b>145,803.79</b>	<b>37,425.14</b>	<b>40.88%</b>
		Personnel Services	400001 - SALARIES/WAGES - REGULAR	435,611.00	147,883.00	0	287,728.00	287,728.00	66.05%
			410001 - OVERTIME - REGULAR	1,679.00	2,387.77	0	(708.77)	(708.77)	-42.21%
			420001 - OVERTIME - 1.5 TIME	1,630.00	0	0	1,630.00	1,630.00	100.00%
			430001 - OVERTIME - DOUBLE TIME	0	83.78	0	(83.78)	(83.78)	
			450001 - VACATION	0	15,116.39	0	(15,116.39)	(15,116.39)	
		460001 - SICK LEAVE	0	717.49	0	(717.49)	(717.49)		
		461001 - UNUSED SICK LEAVE	0	4,420.80	0	(4,420.80)	(4,420.80)		
		490001 - OTHER LEAVE	0	1,131.03	0	(1,131.03)	(1,131.03)		
	<b>Personnel Services</b>		<b>438,920.00</b>	<b>171,740.26</b>	<b>0</b>	<b>267,179.74</b>	<b>267,179.74</b>	<b>60.87%</b>	
5200100 - ADMINISTRATION			<b>1,730,122.50</b>	<b>917,917.93</b>	<b>464,174.77</b>	<b>812,204.57</b>	<b>348,029.80</b>	<b>46.94%</b>	
5200200 - CUSTODIAL AND SECURITY	Contractual Services	502401 - RAD/PAGE/CELLPHONE RENTAL	780.00	549.00	0	231.00	231.00	29.62%	
		507000 - PROFESSIONAL SERVICES	5,000.00	0	0	5,000.00	5,000.00	100.00%	
		507016 - TRANSLATOR SERVICES	250.00	0	0	250.00	250.00	100.00%	
		507019 - OTHER PROFESSIONAL SERVICES	0	28,706.11	5,291.09	(28,706.11)	(33,997.20)		
		507200 - TRAINING	4,000.00	776.73	223.27	3,223.27	3,000.00	80.58%	
		507901 - MEDICAL SERVICES	500.00	0	0	500.00	500.00	100.00%	
		508001 - BUILDING & GROUND	0	1,975.38	0	(1,975.38)	(1,975.38)		
		510000 - REPAIR & MAINTENANCE-CONT	4,000.00	1,614.80	0	2,385.20	2,385.20	59.63%	
		510003 - CLEANING SERVICES	0	0	0	0	0		
		512003 - REFUSE DISPOSAL	30,000.00	31,416.78	29,354.82	(1,416.78)	(30,771.60)	-4.72%	
		512800 - INSPECTION & TESTING FEES	1,500.00	659.15	0	840.85	840.85	56.06%	
		<b>Contractual Services</b>		<b>46,030.00</b>	<b>65,697.95</b>	<b>34,869.18</b>	<b>(19,667.95)</b>	<b>(54,537.13)</b>	<b>-42.73%</b>
		Fringes	781201 - PERA-COORDINATED	150,599.00	92,749.34	0	57,849.66	57,849.66	38.41%
			781301 - FICA-ASDI	124,496.00	78,334.52	0	46,161.48	46,161.48	37.08%
			782101 - MEDICARE	29,116.00	15,925.33	0	13,190.67	13,190.67	45.30%
			782701 - DENTAL INSURANCE	37,698.00	24,058.84	0	13,639.16	13,639.16	36.18%
			782801 - VEBA - EXPENSE	52,530.00	33,263.88	0	19,266.12	19,266.12	36.68%
			782901 - HEALTH INSURANCE	680,990.00	366,070.47	0	314,919.53	314,919.53	46.24%
			786001 - LIFE INSURANCE	4,635.00	2,877.81	0	1,757.19	1,757.19	37.91%
			786301 - L/T DISABILITY INS	5,150.00	4,766.58	0	383.42	383.42	7.45%
			787001 - NON-TAX FRINGE BEN-I.O.E.	20,600.00	0	0	20,600.00	20,600.00	100.00%
			787601 - Other Post Employment Expense	62,830.00	0	0	62,830.00	62,830.00	100.00%
		<b>Fringes</b>		<b>1,168,644.00</b>	<b>618,046.77</b>	<b>0</b>	<b>550,597.23</b>	<b>550,597.23</b>	<b>47.11%</b>
		Materials / Other	610004 - OFFICE SUPPLIES	0	880.00	120.00	(880.00)	(1,000.00)	
			611000 - OPERATING SUPPLIES	75,000.00	52,898.95	59,160.03	22,101.05	(37,058.98)	29.47%
			616002 - LICENSE FEES & PERMITS	500.00	1,872.00	0	(1,372.00)	(1,372.00)	-274.40%
			617001 - UNIFORMS CLOTHING PERS	10,500.00	10,441.38	0	58.62	58.62	0.56%
			619401 - REFRESHMENTS - FOOD & BEVERAG	0	290.27	0	(290.27)	(290.27)	
		<b>Materials / Other</b>		<b>86,000.00</b>	<b>66,382.60</b>	<b>59,280.03</b>	<b>19,617.40</b>	<b>(39,662.63)</b>	<b>22.81%</b>
		Personnel Services	400001 - SALARIES/WAGES - REGULAR	2,007,998.00	662,757.23	0	1,345,240.77	1,345,240.77	66.99%
			400020 - SALARIES/WAGES - PREMIUM	0	62,869.51	0	(62,869.51)	(62,869.51)	
			400030 - SALARIES/WAGES - SHIFT	0	344,931.84	0	(344,931.84)	(344,931.84)	
			404401 - PAYMENT FOR COMP TIME	0	9,368.64	0	(9,368.64)	(9,368.64)	
			410001 - OVERTIME - REGULAR	0	55,084.02	0	(55,084.02)	(55,084.02)	
			420001 - OVERTIME - 1.5 TIME	51,500.00	0	0	51,500.00	51,500.00	100.00%
			440101 - HOLIDAY WORKED	0	39,878.53	0	(39,878.53)	(39,878.53)	
			450001 - VACATION	0	82,801.70	0	(82,801.70)	(82,801.70)	
			460001 - SICK LEAVE	0	51,428.29	0	(51,428.29)	(51,428.29)	
			461001 - UNUSED SICK LEAVE	0	3,505.92	0	(3,505.92)	(3,505.92)	
			490001 - OTHER LEAVE	0	2,997.36	0	(2,997.36)	(2,997.36)	
		<b>Personnel Services</b>		<b>2,059,498.00</b>	<b>1,315,623.04</b>	<b>0</b>	<b>743,874.96</b>	<b>743,874.96</b>	<b>36.12%</b>
	5200200 - CUSTODIAL AND SECURITY			<b>3,360,172.00</b>	<b>2,065,750.36</b>	<b>94,149.21</b>	<b>1,294,421.64</b>	<b>1,200,272.43</b>	<b>38.52%</b>
	5200300 - REPAIRS AND	Contractual Services	507000 - PROFESSIONAL SERVICES	315,000.00	31,330.23	10,699.57	283,669.77	272,970.20	90.05%

Department	Expense Class Descr	Account	Current Budget	Expended YTD	Encumbrance	Remaining Available	Remaining Available After Encumb	Percent Remaining Budget	
IMPROVEMENTS		507007 - ENGINEERING/ARCHITECTURAL SRV	28,000.00	12,380.00	0	15,620.00	15,620.00	55.79%	
		507019 - OTHER PROFESSIONAL SERVICES	0	5,676.90	18,256.71	(5,676.90)	(23,933.61)		
		509201 - FLEET SUPPLY ESD	300.00	241.13	0	58.87	58.87	19.62%	
		509205 - FLEET ADMINISTRATION	1,500.00	1,132.20	0	367.80	367.80	24.52%	
		509301 - EQUIPMENT LABOR ESD	386.00	0	0	386.00	386.00	100.00%	
		510000 - REPAIR & MAINTENANCE-CONT	380,000.00	219,827.60	32,299.34	160,172.40	127,873.06	42.15%	
		510001 - APPLIANCE REPAIRS	0	0	0	0	0		
		510002 - BUILDING/STRUCTURE REPAIR/MNT	0	0	151,601.00	0	(151,601.00)		
		5100B1 - ELEVATOR MAINTENANCE	70,000.00	102,159.90	0	(32,159.90)	(32,159.90)	-45.94%	
		510101 - ESD CONTRACTUAL REPAIRS	20.00	0	0	20.00	20.00	100.00%	
		511000 - TRANSPORTATION	0	48,000.00	0	(48,000.00)	(48,000.00)		
		512000 - UTILITIES	0	0	0	0	0		
		512004 - STEAM	250,000.00	240,471.26	0	9,528.74	9,528.74	3.81%	
		512005 - UTILITY INSTALLATION REPAIRS	0	281,129.91	128,870.09	(281,129.91)	(410,000.00)		
		512006 - WATER-CHILLED	410,000.00	22,933.18	0	387,066.82	387,066.82	94.41%	
		512007 - WATER & SEWER	150,000.00	132,023.19	0	17,976.81	17,976.81	11.98%	
		512201 - ELECTRICITY	425,000.00	292,796.64	181,271.62	132,203.36	(49,068.26)	31.11%	
		512800 - INSPECTION & TESTING FEES	2,000.00	0	0	2,000.00	2,000.00	100.00%	
		513000 - MISCELLANEOUS	54,004.50	0	0	54,004.50	54,004.50	100.00%	
		<b>Contractual Services</b>		<b>2,086,210.50</b>	<b>1,390,102.14</b>	<b>522,998.33</b>	<b>696,108.36</b>	<b>173,110.03</b>	<b>33.37%</b>
		Fringes							
			781201 - PERA-COORDINATED	73,829.00	55,175.72	0	18,653.28	18,653.28	25.27%
			781301 - FICA-ASDI	61,033.00	44,846.90	0	16,186.10	16,186.10	26.52%
			782101 - MEDICARE	14,274.00	10,488.52	0	3,785.48	3,785.48	26.52%
			782701 - DENTAL INSURANCE	14,617.00	10,482.65	0	4,134.35	4,134.35	28.28%
			782801 - VEBA - EXPENSE	18,581.00	13,880.25	0	4,700.75	4,700.75	25.30%
			782901 - HEALTH INSURANCE	222,003.00	160,983.54	0	61,019.46	61,019.46	27.49%
			786001 - LIFE INSURANCE	2,529.00	981.43	0	1,547.57	1,547.57	61.19%
			786301 - L/T DISABILITY INS	1,730.00	2,705.30	0	(975.30)	(975.30)	-56.38%
			787001 - NON-TAX FRINGE BEN-I.O.E.	20,600.00	5,204.59	0	15,395.41	15,395.41	74.74%
			787601 - Other Post Employment Expense	11,609.00	0	0	11,609.00	11,609.00	100.00%
		<b>Fringes</b>		<b>440,805.00</b>	<b>304,748.90</b>	<b>0</b>	<b>136,056.10</b>	<b>136,056.10</b>	<b>30.87%</b>
		Materials / Other							
			601111 - PROCUREMENT CARD	3,000.00	1,206.61	0	1,793.39	1,793.39	59.78%
			605001 - REGISTRATION FEE & TUITION	2,500.00	139.03	0	2,360.97	2,360.97	94.44%
			609101 - ESD EQUIPMENT PARTS	25.00	0	0	25.00	25.00	100.00%
			609201 - ESD EQUIPMENT FUEL	300.00	(161,201.21)	0	161,501.21	161,501.21	53,833.74%
			610000 - ADMINISTRATION SUPPLIES	0	0	0	0	0	
			611000 - OPERATING SUPPLIES	145,000.00	81,726.78	87,012.91	63,273.22	(23,739.69)	43.64%
			611004 - CHEMICAL SUPPLIES & GASES	0	2,236.97	0	(2,236.97)	(2,236.97)	
			613000 - REPAIR & MAINT SUPPLIES	175,000.00	257,143.16	57,251.94	(82,143.16)	(139,395.10)	-46.94%
			613004 - PAINTING SUPPLIES	0	0	0	0	0	
			616002 - LICENSE FEES & PERMITS	2,500.00	532.60	0	1,967.40	1,967.40	78.70%
			617001 - UNIFORMS CLOTHING PERS	2,500.00	378.36	0	2,121.64	2,121.64	84.87%
			619000 - OTHER OPERATING COSTS	0	4,101.11	3,498.89	(4,101.11)	(7,600.00)	
			619201 - MEMBERSHIPS & DUES	500.00	0	0	500.00	500.00	100.00%
		<b>Materials / Other</b>		<b>331,325.00</b>	<b>186,263.41</b>	<b>147,763.74</b>	<b>145,061.59</b>	<b>(2,702.15)</b>	<b>43.78%</b>
		Personnel Services							
			400001 - SALARIES/WAGES - REGULAR	984,396.00	595,467.34	0	388,928.66	388,928.66	39.51%
			400020 - SALARIES/WAGES - PREMIUM	0	3,367.03	0	(3,367.03)	(3,367.03)	
		400501 - BACK PAY - REGULAR TIME	0	30,533.61	0	(30,533.61)	(30,533.61)		
		404001 - COMP TIME EARNED-1.5 TIME	0	216.92	0	(216.92)	(216.92)		
		410001 - OVERTIME - REGULAR	0	24,165.78	0	(24,165.78)	(24,165.78)		
		430001 - OVERTIME - DOUBLE TIME	0	2,166.59	0	(2,166.59)	(2,166.59)		
		450001 - VACATION	0	57,710.06	0	(57,710.06)	(57,710.06)		
		460001 - SICK LEAVE	0	36,250.48	0	(36,250.48)	(36,250.48)		
		461001 - UNUSED SICK LEAVE	0	605.05	0	(605.05)	(605.05)		
		490001 - OTHER LEAVE	0	2,464.72	0	(2,464.72)	(2,464.72)		
	<b>Personnel Services</b>		<b>984,396.00</b>	<b>752,947.58</b>	<b>0</b>	<b>231,448.42</b>	<b>231,448.42</b>	<b>23.51%</b>	
<b>5200300 - REPAIRS AND IMPROVEMENTS</b>			<b>3,842,736.50</b>	<b>2,634,062.03</b>	<b>670,762.07</b>	<b>1,208,674.47</b>	<b>537,912.40</b>	<b>31.45%</b>	
5200400 - ADULT DETENTION CENTER	Contractual Services	507000 - PROFESSIONAL SERVICES	79,938.00	23,022.00	10,000.00	56,916.00	46,916.00	71.20%	
		510000 - REPAIR & MAINTENANCE-CONT	90,000.00	24,772.24	63,000.00	65,227.76	2,227.76	72.48%	
	<b>Contractual Services</b>		<b>169,938.00</b>	<b>47,794.24</b>	<b>73,000.00</b>	<b>122,143.76</b>	<b>49,143.76</b>	<b>71.88%</b>	
	Fringes								
		781201 - PERA-COORDINATED	21,377.00	8,970.38	0	12,406.62	12,406.62	58.04%	
		781301 - FICA-ASDI	17,672.00	6,679.76	0	10,992.24	10,992.24	62.20%	
		782101 - MEDICARE	4,132.00	1,562.17	0	2,569.83	2,569.83	62.19%	
		782701 - DENTAL INSURANCE	2,517.00	2,890.04	0	(373.04)	(373.04)	-14.82%	
		782801 - VEBA - EXPENSE	4,120.00	3,958.54	0	161.46	161.46	3.92%	
		782901 - HEALTH INSURANCE	45,399.00	45,315.53	0	83.47	83.47	0.18%	
		786001 - LIFE INSURANCE	515.00	222.29	0	292.71	292.71	56.84%	
		786301 - L/T DISABILITY INS	288.00	391.06	0	(103.06)	(103.06)	-35.78%	
		787001 - NON-TAX FRINGE BEN-I.O.E.	0	1,087.83	0	(1,087.83)	(1,087.83)		
	<b>Fringes</b>		<b>96,020.00</b>	<b>71,077.60</b>	<b>0</b>	<b>24,942.40</b>	<b>24,942.40</b>	<b>25.98%</b>	
	Materials / Other								
		605001 - REGISTRATION FEE & TUITION	0	13.97	0	(13.97)	(13.97)		
		611000 - OPERATING SUPPLIES	80,000.00	59,110.06	73,388.80	20,889.94	(52,498.86)	26.11%	
		611003 - CLEANING SUPPLIES	0	4,208.60	0	(4,208.60)	(4,208.60)		
		613000 - REPAIR & MAINT SUPPLIES	15,000.00	17,834.56	8,506.31	(2,834.56)	(11,340.87)	-18.90%	
	<b>Materials / Other</b>		<b>95,000.00</b>	<b>81,167.19</b>	<b>81,895.11</b>	<b>13,832.81</b>	<b>(68,062.30)</b>	<b>14.56%</b>	
	Personnel Services								
		400001 - SALARIES/WAGES - REGULAR	285,022.00	73,311.37	0	211,710.63	211,710.63	74.28%	
		400020 - SALARIES/WAGES - PREMIUM	7,210.00	33,085.98	0	(25,875.98)	(25,875.98)	-358.89%	
		400030 - SALARIES/WAGES - SHIFT	0	4,189.70	0	(4,189.70)	(4,189.70)		
		410001 - OVERTIME - REGULAR	0	2,260.23	0	(2,260.23)	(2,260.23)		
		420001 - OVERTIME - 1.5 TIME	27,810.00	0	0	27,810.00	27,810.00	100.00%	
		450001 - VACATION	0	4,987.18	0	(4,987.18)	(4,987.18)		
		460001 - SICK LEAVE	0	1,751.02	0	(1,751.02)	(1,751.02)		
	<b>Personnel Services</b>		<b>320,042.00</b>	<b>119,585.48</b>	<b>0</b>	<b>200,456.52</b>	<b>200,456.52</b>	<b>62.63%</b>	
<b>5200400 - ADULT DETENTION CENTER</b>			<b>681,000.00</b>	<b>319,624.51</b>	<b>154,895.11</b>	<b>361,375.49</b>	<b>206,480.38</b>	<b>53.07%</b>	
5200500 - MBC - WORK FOR OTHERS	Contractual Services	507000 - PROFESSIONAL SERVICES	10,000.00	0	0	10,000.00	10,000.00	100.00%	
		510000 - REPAIR & MAINTENANCE-CONT	38,400.00	0	0	38,400.00	38,400.00	100.00%	
		513000 - MISCELLANEOUS	10,000.00	631.80	0	9,368.20	9,368.20	93.68%	
	<b>Contractual Services</b>		<b>58,400.00</b>	<b>631.80</b>	<b>0</b>	<b>57,768.20</b>	<b>57,768.20</b>	<b>98.92%</b>	
	Fringes								
		781201 - PERA-COORDINATED	0	401.72	0	(401.72)	(401.72)		
		781301 - FICA-ASDI	0	321.17	0	(321.17)	(321.17)		
		782101 - MEDICARE	0	75.12	0	(75.12)	(75.12)		
		782701 - DENTAL INSURANCE	0	73.15	0	(73.15)	(73.15)		
		782801 - VEBA - EXPENSE	0	97.33	0	(97.33)	(97.33)		
		782901 - HEALTH INSURANCE	0	1,054.38	0	(1,054.38)	(1,054.38)		
		786001 - LIFE INSURANCE	0	9.81	0	(9.81)	(9.81)		
		786301 - L/T DISABILITY INS	0	26.72	0	(26.72)	(26.72)		
	<b>Fringes</b>		<b>0</b>	<b>2,059.40</b>	<b>0</b>	<b>(2,059.40)</b>	<b>(2,059.40)</b>		
	Materials / Other								
		611000 - OPERATING SUPPLIES	0	11,327.98	7,751.02	(11,327.98)	(19,079.00)		
		613000 - REPAIR & MAINT SUPPLIES	20,000.00	1,630.20	0	18,369.80	18,369.80	91.85%	
		616002 - LICENSE FEES & PERMITS	1,000.00	0	0	1,000.00	1,000.00	100.00%	
	<b>Materials / Other</b>		<b>21,000.00</b>	<b>12,958.18</b>	<b>7,751.02</b>	<b>8,041.82</b>	<b>290.80</b>	<b>38.29%</b>	
	Personnel Services								
		400001 - SALARIES/WAGES - REGULAR	20,600.00	5,356.19	0	15,243.81	15,243.81	74.00%	
	<b>Personnel Services</b>		<b>20,600.00</b>	<b>5,356.19</b>	<b>0</b>	<b>15,243.81</b>	<b>15,243.81</b>	<b>74.00%</b>	
<b>5200500 - MBC - WORK FOR OTHERS</b>			<b>100,000.00</b>	<b>21,005.57</b>	<b>7,751.02</b>	<b>78,994.43</b>	<b>71,243.41</b>	<b>78.99%</b>	

Department	Expense Class Descr	Account	Current Budget	Expended YTD	Encumbrance	Remaining Available	Remaining Available After Encumb	Percent Remaining Budget
			9,714,031.00	5,958,360.40	1,391,732.18	3,755,670.60	2,363,938.42	38.66%

**Consent Agenda Item: 05**

**Date: December 4, 2024**

**To: Municipal Building Commission Board:  
Commissioner Irene Fernando, President  
Mayor Jacob Frey, Vice President  
Commissioner Marion Greene  
Council Member LaTrisha Vetaw**

**From: Erin Delaney**

**Subject: MBC Historic Preservation fund balance  
Consent Agenda Item: 05**

The current Historic Preservation fund balance is \$415,471 through October 2024.

Beginning Balance ( <b>Fund 3110H</b> )		\$ 408,408
2024 Received Revenue to 10/31/2024		\$ 7,063
2024 Expenditure to 10/31/2024		
<b>Ending Fund Balance - 3110H</b>		<b>\$ 415,471</b>

Accordingly, staff is requesting approval of the Historic Preservation fund balance in the amount of \$415,471.

## Discussion and Action Agenda Item: 06

**Date:** December 4, 2024

**To:** **Municipal Building Commission Board:**  
**Commissioner Irene Fernando, President**  
**Mayor Jacob Frey, Vice President**  
**Commissioner Marion Greene**  
**Council Member LaTrisha Vetaw**

**From:** Erin Delaney

**Subject:** **Joint MBC Mech/Life Safety and City Restack project**  
**Discussion and Action Agenda Item: 06**

Progress continues in the joint MBC Mechanical/Life Safety and City Restack project. The MBC Board approves all contracts and amendments for this project.

- Phase 1:** SW corner of the Ground floor. Work completed 2021.
- Phase 2:** SW corner of the 1<sup>st</sup> floor. Work completed October 2022.
- Phase 3:** SE and NE corner of 3rd and Mezzanine floors and City Restacking on Floors 1, 2, 3 & M.  
 Phase 3A: Room 100 and 124. Work completed May 2023.  
 Phase 3B: Room 51 and Room 130. Work completed July 2023.  
**Phase 3C: 3<sup>rd</sup> and Mezzanine floors, 3<sup>rd</sup> floor to be completed March 31, 2025.**

**Action Item:** Approve Shaw Lundquist construction contract amendments:

Amendment #9: MBC \$151,047.00  
 Amendment #10: City \$ 83,143.00  
**Total: \$234,190.00**

<i>Project Budget and Funding / Phase 3C Construction</i>	\$29,030,138.00			
	MBC01 Life Safety	MBC02 Mechanical	City Restack	Total Contract Amount
<b>Shaw Lundquist contract:</b>	\$5,457,477.00	\$8,146,317.00	\$10,587,988.00	\$24,191,782.00
Amendment #1 MBC approved 05/01/24	\$94,833.00	\$994,905.00		\$1,089,738.00
Amendment #2 City approved 05/01/24			\$223,730.00	\$223,730.00
Amendment #3 MBC approved 06/05/24	\$2,925.00	\$37,878.00		\$40,803.00
Amendment #4 City approved 06/05/24			\$103,605.00	\$103,605.00
Amendment #5 MBC approved 08/21/2024	\$320,091.00	\$63,330.00		\$383,421.00
Amendment #6 City approved 08/21/2024			\$23,789.00	\$23,789.00
Amendment #7 MBC approved 10/23/2024	\$81,743.00	\$37,621.00		\$119,364.00
Amendment #8 City approved 10/23/2024			\$79,223.00	\$79,223.00
<b>Contract Total with amendments to date</b>	<b>\$5,957,069.00</b>	<b>\$9,280,051.00</b>	<b>\$11,018,335.00</b>	<b>\$26,255,455.00</b>
<b>Proposed Amendment #9 MBC</b>	<b>\$95,985.00</b>	<b>\$55,062.00</b>		<b>\$151,047.00</b>
<b>Proposed Amendment #10 City</b>			<b>\$83,143.00</b>	<b>\$83,143.00</b>
<b>Contract Total with proposed amendments</b>	<b>\$6,053,054.00</b>	<b>\$9,335,113.00</b>	<b>\$11,101,478.00</b>	<b>\$26,489,645.00</b>
<i>Budget remaining for Phase 3C construction after approval of amendment #9 and #10</i>				<b>\$2,540,493.00</b>

**Date:** December 4, 2024

**To:** **Municipal Building Commission Board:**  
**Commissioner Irene Fernando, President**  
**Mayor Jacob Frey, Vice President**  
**Commissioner Marion Greene**  
**Council Member LaTrisha Vetaw**

**From:** Erin Delaney

**Subject:** **Contract with Hennepin County for payroll services**  
**Discussion and Action Agenda Item: 07**

MBC, County IT, Payroll and legal staff continue to work on the transfer of payroll to the County's APEX system.

The initial contract term will be for 3 years, with an option to renew upon mutual consideration. Under the agreement, the county will assign one full time senior accountant to process the MBC payroll. The estimated annual cost will not exceed \$125,000 and will be paid by existing MBC operating budget funds.

Accordingly, staff is requesting approval of a payroll services agreement between the MBC and Hennepin County, and authorizing MBC staff to negotiate and finalize the agreement terms.

<b>MBC payroll transfer timeline</b>	
December	Employee in person and on-line training on County's APEX system
	Training dates: Dec. 11 & Dec. 12
December 1-14	Employees record time in ADP
December 15- 28	Employees record time in HC/APEX
Friday, December 27, 2024	Final ADP issued paycheck
Friday, January 3, 2025	First HC/APEX issued paycheck

**Date:** December 4, 2024

**To:** **Municipal Building Commission Board:**  
**Commissioner Irene Fernando, President**  
**Mayor Jacob Frey, Vice President**  
**Commissioner Marion Greene**  
**Council Member LaTrisha Vetaw**

**From:** Erin Delaney

**Subject:** **Hiring plan for MBC accountant tasks**  
**Discussion and Action Agenda Item: 08**

The MBC has a fulltime accountant position; held by an MBC employee for the last 6 years. This non-represented position is funded and authorized in the MBC operating budget. The current employee resigned to return to the state for a promotional opportunity.

The MBC accountant tasks 40 hour per week:

- Processing agency accounts payable /receivables
- Operating and capital budget accounting
- Project budget accounting
- Financial Reporting, including preparation of financial statements and coordination of MBC financials with the City's comprehensive annual financial report (ACFR).
- Bond Accounting, including forecasts, reconciliations, and bond draws.
- Lead staff to City procurement for contract amendments and purchase orders.

The MBC is operating under a June 2023 Board action which directed staff "to contract with the City or County for services in areas in which there are vacancies. Additional hiring should be placed on hold." This Board directive does not apply to represented employees.

Because of critical timing to cover these tasks and the need for consistency and understanding of MBC, City and County financial systems, staff is requesting board approval of a hiring plan cover accountant tasks.

- Staff is requesting approval to post and hire the position as an MBC employee.
- In the alternative, Staff is requesting Board direction/designation on contracting with the County or City for direct accounting services.